**TAGGING ITEMS:**

1. Gather all of your clean items (minimum 25).  
   2. Determine what prices you would like to set for each item. Remember that these items are used. However, because the items are in gently used condition you can price them accordingly (unsure of price? Refer to the guidelines). You have the option of selling items HALF OFF during the last day of the sale.  
   3. Go to SELLER LOG IN and click on LOG IN TO BARCODE SYSTEM

ENTER YOUR SELLER NUMBER AND PASSWORD.  
4. Once in the system, click on ACTIVITIES MENU ->Work with Consigned Inventory. Click ACTIVE INVENTORY and choose PC/Laptop or Voice entry.   
Next, click on work with consigned items or ADD ITEM.  
5. Select a category for your item.  
6. Select the size of the item.  
7. Check the box if you would like the item to be donated if it does not sell.(NOTE: The system will remember your last entry and automatically enter it)  
8. Enter a description for your item such as "Gap Dress".  
9. Enter a second description for your item such as "Blue with flowers" or "2pc".  
10. If you would like your item to go half price during the half off sale check the box next to DISCOUNT (required if you are going to be donating items). NOTE: The system will remember your last entry and automatically enter it.  
If you would like your items to remain full price for the entire sale leave this box blank. You can select this option for some items and not for others, all, or none of your items.  
11. If you would like your item to be donated at the conclusion of the sale check the box next to DONATE. You can select this option for some items and not for others, all, or none of your items  
12. Next click SUBMIT ITEM.  
13. After you are done entering items, click I'm Finished for Now. At the main menu you will see a link for printing tags.  
14. You have the option to select the tags you wish to print or print them all.15. Click on FILE -> PRINT. Please be sure that your printer is set for NORMAL printing so that barcodes come out clear!!! DO NOT print at less than 100% or your tags may not scan at checkout!  
16. After printing your barcodes on 65lb or 67lb paper, cut the tags to size. Make sure you do not cut any part of the barcode.  
17. Attach the tags to each of your items. \***Please be sure to attach price tags to tags on clothing or inside seams**. This prevents putting holes in the fabric. If an item is not made of fabric, tape the TOP part of the barcode to your item being careful to not damage the item by applying tape. **DO NOT** cover the barcode itself with tape!  
18. If you are selling small items make sure to put them in a ziploc bag. Tape the top of the bag or use the tagging gun to secure it. Tape the top of the barcode to the top corner of the bag.